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10 APR 1956

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Capabilities of the Office of Training

1. Before the Director of Training left for the field, he requested me to inform the DD/P, DD/I and DD/S how the proposed adjustment of the Office of Training to its personnel ceiling would affect its capability to meet their training requirements.

2. Your familiarity with our situation makes a detailed exposition unnecessary. Sufficient time has now elapsed to show that, in general, OTR will be able to continue to provide training at the current level. The capacity to meet probable requirements of DD/S components appears to have been affected very little.

3. The staff of the Reading Improvement Program is being reduced from six persons to two, with a corresponding reduction in capability to provide instruction in this field.

4. OTR plans for 1956 called for expansion of its management and supervisory training courses to meet the rapidly increasing specific requirements for this type of instruction. A substantial expansion of its capability to conduct language and area training was also intended, to serve the growing recognition of the need for such training. These plans, however, are currently in abeyance.

5. Requests for new courses and for special or tutorial training will be carefully considered, but strong justification will be necessary, inasmuch as, in general, such activities can be undertaken only at the expense of existing ones.

6. The quality of training will be maintained, and an attempt will be made to meet all reasonable requests. OTR is willing to modify and readjust its present alignment within its ceiling as priorities and requirements change, and expects to do so. Your comments on these proposed readjustments would be appreciated.

SIGNED

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Acting Director of Training

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